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WAR FOOD ADMINISTRATION
OFFICE OF MARKETING SERVICES

WASHINGTON 25, D.C.

JUNE 5, 1945

Kisner
MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. GX-43

TO: REGIONAL MEAT GRADER SUPERVISORS, MARKET NEWS AND GRADING DIVISION

FROM: FRED J. BEARD, CHIEF, MARKET NEWS AND GRADING DIVISION,
LIVESTOCK AND MEATS BRANCH, OMS

SUBJECT: PROCEDURE FOR INITIATING FURLoughS OF C.C.C. GRADERS

IT IS NECESSARY TO REDUCE IMMEDIATELY THE RATE OF EXPENDITURE FOR C.C.C. GRADING IN PROPORTION TO THE REDUCTION OF C.C.C. MEAT PURCHASE OPERATIONS IN YOUR RESPECTIVE REGIONS.

THIS REDUCTION IN EXPENDITURES SHALL BE ACCOMPLISHED BY PLACING ON FURLough FOR A NINETY-DAY PERIOD ALL PER ANNUM C.C.C. GRADERS NOT REQUIRED ON WAR SHIPPING ADMINISTRATION OR OTHER CONTINUING WORK AND BY DISCONTINUING INDEFINITELY THE USE OF ALL C.C.C. GRADERS EMPLOYED ON A W.A.E. BASIS.

THE STEPS TO BE FOLLOWED IN INITIATING THE FURLoughS FOLLOW:

1. DETERMINE UPON THE BASIS OF ACTUAL WORK LOAD THE NUMBER OF GRADERS REQUIRED FOR YOUR CONTINUING WAR SHIPPING ADMINISTRATION AND OTHER WORK.
2. DECIDE WHICH INDIVIDUAL PER ANNUM EMPLOYEES SHOULD BE RETAINED FOR THE WORK SPECIFIED IN NO. 1 ABOVE. THESE DECISIONS ARE LEFT TO YOUR DISCRETION, BUT IT IS RECOMMENDED THAT DUE CONSIDERATION BE GIVEN TO VETERANS' PREFERENCE, SENIORITY, CURRENT EFFICIENCY RATING AND SPECIAL QUALIFICATIONS FOR GIVEN TYPES OF WORK. THE EXPENSE OF TRANSFERS SHOULD BE AVOIDED, IF POSSIBLE.
3. NOTIFY ALL REMAINING PER ANNUM C.C.C. GRADERS THAT THEY SHOULD APPLY AT ONCE FOR ALL ANNUAL LEAVE TO THEIR CREDIT, TO BE TAKEN BEFORE THE EFFECTIVE DATES OF THE FURLoughS. THESE MEN SHOULD BE INFORMED THAT THEY ARE FREE TO SEEK OTHER EMPLOYMENT AND WILL BE GIVEN RELEASES IF THEY SO DESIRE. HOWEVER, THE NINETY-DAY FURLoughS ARE DESIRABLE SINCE THE EMPLOYEES WOULD BE SUBJECT TO RECALL DURING THAT PERIOD IF C.C.C. MEAT BUYING OPERATIONS SHOULD BE RESUMED AND IF THEY WISHED TO RETURN AT THAT TIME.

THE NOTIFICATION MUST BE GIVEN IN WRITING TO EACH GRADER ENTITLED TO VETERAN'S PREFERENCE SINCE CIVIL SERVICE REGULATIONS PROVIDE THAT PREFERENCE EMPLOYEES SHALL NOT BE PLACED IN A FURLough STATUS WITHOUT THIRTY DAYS WRITTEN NOTICE. THESE NOTICES TO PREFERENCE EMPLOYEES SHALL BE GIVEN BY LETTER AND WRITTEN ACKNOWLEDGMENT OF RECEIPT MUST BE SECURED WITHOUT EXCEPTION.

4. PREPARE A "GREEN SHEET" RECOMMENDATION AND SUBMIT TO YOUR AREA PERSONNEL OFFICE FOR A NINETY-DAY FURLough FOR EACH PER ANNUM GRADER NOTIFIED AS OUTLINED IN 3 ABOVE. IT IS IMPORTANT THAT THE LAST DATE OF ACTUAL WORK BE SHOWN AND THAT THE APPLICATION FOR ANNUAL LEAVE BE ATTACHED AS A BASIS FOR COMPUTATION OF LEAVE AND DETERMINATION OF THE EFFECTIVE DATE OF FURLough BY THE PERSONNEL OFFICE.

RECOMMENDATIONS FOR FURLough OF C.C.C. GRADERS SHOULD BE INITIATED WITHOUT REGARD TO GRADE, IN ACCORDANCE WITH WORK REQUIREMENTS.

NO "GREEN SHEETS" NEED BE SUBMITTED FOR W.A.E. GRADERS SINCE THIS TYPE OF EMPLOYMENT CONTEMPLATES USING THEIR SERVICES ONLY AS REQUIRED.

AREA PERSONNEL OFFICES HAVE BEEN INFORMED OF THE FURLoughS TO BE RECOMMENDED AND ARE PREPARED TO ADVISE AND ASSIST YOU IN HANDLING THIS PROBLEM.

Fred J. Beard

SEP 24 1945

